

# MEMORANDUM

Agenda Item No. 11(A)(6)

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**TO:** Honorable Chairwoman Rebeca Sosa  
and Members, Board of County Commissioners

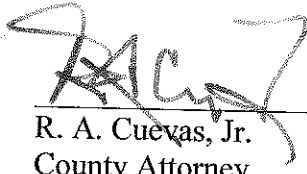
**DATE:** September 4, 2013

**FROM:** R. A. Cuevas, Jr.  
County Attorney

**SUBJECT:** Resolution directing the County  
Mayor to study the feasibility of  
converting archives previously  
stored on microfilms into a  
digital format and archiving  
future data in a digital format

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The accompanying resolution was prepared and placed on the agenda at the request of Prime Sponsor Commissioner Esteban L. Bovo, Jr. and Co-Sponsor Vice Chair Lynda Bell.

  
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R. A. Cuevas, Jr.  
County Attorney

RAC/smm



# MEMORANDUM

(Revised)

**TO:** Honorable Chairwoman Rebeca Sosa  
and Members, Board of County Commissioners

**DATE:** September 4, 2013

**FROM:**   
R. A. Cuevas, Jr.  
County Attorney

**SUBJECT:** Agenda Item No. 11(A)(6)

Please note any items checked.

- ☐ "3-Day Rule" for committees applicable if raised
- ☐ 6 weeks required between first reading and public hearing
- ☐ 4 weeks notification to municipal officials required prior to public hearing
- ☐ Decreases revenues or increases expenditures without balancing budget
- ☐ Budget required
- ☐ Statement of fiscal impact required
- ☐ Ordinance creating a new board requires detailed County Mayor's report for public hearing
- ☐ No committee review
- ☐ Applicable legislation requires more than a majority vote (i.e., 2/3's \_\_\_\_, 3/5's \_\_\_\_, unanimous \_\_\_\_ ) to approve
- ☐ Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved \_\_\_\_\_ Mayor

Agenda Item No. 11(A)(6)

Veto \_\_\_\_\_

9-4-13

Override \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

RESOLUTION DIRECTING THE COUNTY MAYOR OR  
COUNTY MAYOR'S DESIGNEE TO STUDY THE  
FEASIBILITY OF CONVERTING ARCHIVES PREVIOUSLY  
STORED ON MICROFILMS INTO A DIGITAL FORMAT AND  
ARCHIVING FUTURE DATA IN A DIGITAL FORMAT

**WHEREAS**, the principal disadvantage of microforms is that the image is usually too small to read with the naked eye and requires analog or digital magnification to be read; and

**WHEREAS**, reader machines used to view microfilm are not always available, often difficult to use, requiring users to carefully wind and rewind until they have arrived at the point where the data they are looking for is stored; and

**WHEREAS**, photographic illustrations reproduce poorly in microform format; and

**WHEREAS**, digital data can also be indexed and searched easily,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA**, that the County Mayor or County Mayor's designee is directed to initiate a study of the feasibility of converting archives previously stored on microfilms into a digital format and archiving future data in a digital format rather than utilizing microfilms, including an analysis of the cost of the conversion and the cost to the County of storing data digitally rather than utilizing the microfilm format. The County Mayor or County Mayor's designee is further directed to prepare a report for submission to this Board within 90 days hereof regarding the feasibility of taking the aforementioned actions.

The Prime Sponsor of the foregoing resolution is Commissioner Esteban L. Bovo, Jr. and Co-Sponsor Vice Chair Lynda Bell. It was offered by Commissioner who moved its adoption. The motion was seconded by Commissioner and upon being put to a vote, the vote was as follows:

Rebeca Sosa, Chairwoman

Lynda Bell, Vice Chair

Bruno A. Barreiro

Jose "Pepe" Diaz

Sally A. Heyman

Jean Monestime

Sen. Javier D. Souto

Juan C. Zapata

Esteban L. Bovo, Jr.

Audrey M. Edmonson

Barbara J. Jordan

Dennis C. Moss

Xavier L. Suarez

The Chairperson thereupon declared the resolution duly passed and adopted this 4<sup>th</sup> day of September, 2013. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA  
BY ITS BOARD OF  
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: \_\_\_\_\_  
Deputy Clerk

Approved by County Attorney as  
to form and legal sufficiency.

JRA

Juliette R. Antoine